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Note for Ellis, Cathy

From: Ellis, Cathy

Date: Fri, Apr 7, 1995 9:50 AM

Subject: RE: R&D Strategic Planning Meeting

To: Allison, Jo

Jo:

Thanks for the info. I'm not aware of the Microbiology Workshop - what is my commitment there?

Cathy

From: Allison, Jo on Fri, Apr 7, 1995 9:03 AM
Subject: RE: R&D Strategic Planning Meeting
To: Ellis, Cathy

2057069426B

May 8-10 you will be at an IRI meeting. May 11-12 you had planned to attend the Microbiology Workshop at the Hyatt. There is also an SAB Meeting in DC scheduled on May 11.

Jo

From: Ellis, Cathy on Thu, Apr 6, 1995 5:40 PM
Subject: FW: R&D Strategic Planning Meeting
To: Allison, Jo

2057069426C

Jo:

I can't get info on my calendar past the next month. Therefore, I don't know my availability on May 10,11 or 12. Please email me on these days Friday and I will check my email during a break. Thanks.

Cathy

From: Stewart, Hazel on Thu, Apr 6, 1995 3:29 PM
Subject: R&D Strategic Planning Meeting
To: Bickett, Joe; Burnley, Harold; Carboni, Judy; Carchman, Rich; Cox, Richard; Ellis, Cathy; Grubbs, Harvey; heretick@mailhost; Houghton, Ken; Lilly, Cliff; Lively, Ron; Myracle, Jim; Whidby, Jerry
Cc: Allison, Jo; Autry, Debbie; Bugg, Joy; Kanipe, Becky; Menier, Jeanne; Morris, Gloria; Opocensky, Margaret

It is necessary to schedule an 8:30-5:00 meeting as early as possible in May in order to meet the June deadline for the 1996-2000 Strategic Plan. The dates we have to work with are as follows:

May 2, 10, 11 or 12

Please let me know by Monday if your schedule can be arranged for one of these days by indicating your 1st and 2nd choice.

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Thanks

Hazel

Note for Ellis, Cathy

From: Ellis, Cathy

Date: Fri, Apr 7, 1995 9:49 AM

Subject: RE: R&D Strategic Planning Meeting

To: Stewart, Hazel

2057069427A

Hazel:

May 10 and 11 are out as I'm out of town. Others will be out on the 11th as there is an SAB meeting in Washington. Right now the 2 or 12 are the only possibilities - but I will have to check my schedule on Monday.

Cathy

From: Stewart, Hazel on Thu, Apr 6, 1995 3:29 PM
Subject: R&D Strategic Planning Meeting
To: Bickett, Joe; Burnley, Harold; Carboni, Judy; Carchman, Rich; Cox, Richard; Ellis, Cathy; Grubbs, Harvey; heretick@mailhost; Houghton, Ken; Lilly, Cliff; Lively, Ron; Myracle, Jim; Whidby, Jerry
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2057069427B

Thanks

Hazel

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From: Ellis, Cathy

Date: Thu, Apr 6, 1995 5:40 PM

Subject: FW: R&D Strategic Planning Meeting

To: Allison, Jo

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2057069427C

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